POSTAIM BOOKING FORM

The more you send, the more you save

an post
For your world

Your Contact Details:

Client Name:

Campaign Name:
(e.g. Summer Promotion)

Mailing House:

Main Point of Contact:

Address:

Contact Telephone:

Contact Email:

Your Mailing Details:

Date of Mailing:
(presented to An Post before 12 noon)

Office of Mailing:
(e.g. Dublin Mail Centre)

Number of items:

Weight of each item:

Do you require PostAim bags, ties and labels?

Yes ☐ **No** ☐

Shipping address:

PostAim bags, ties and labels are provided and delivered free of charge. Next day delivery within Ireland for all orders placed before 12pm day before. Allow 5 days delivery to the UK.

Make it easy for your customers to respond and get an extra discount on your mailing:

Are you availing of: ☐ Prepaid Response Service: include a prepaid Business Reply envelope/Freepost envelope **(extra 1c discount per item)**

☐ Unpaid Response Service: include an unpaid reply envelope **(extra 0.5c discount per item)**

Your Payments Details:

Method of Payment:
(please tick ✓ appropriate box)

EFT ☐ **Account** ☐ **Cheque** ☐
(enter number below)

Do you have an existing Ceadúnas? **Yes** ☐ **No** ☐
(license)

Account Number:

Ceadúnas number for campaign?
(e.g. DM 1234)

Send completed booking form, signed Terms and Conditions (overleaf) with a sample of your campaign to (no stamp required)

Direct Mail Services,
An Post,
General Post Office,
O'Connell Street Lower,
FREEPOST
Dublin 1
D01 F5P2

POSTAIM CHECKLIST
To enjoy the great value PostAim offers, your mailing must:

- ✓ **Include a return address in the front top-left hand corner of your envelope**
- ✓ **Be correctly sorted to An Post requirements**
- ✓ **Be correctly bundled**
- ✓ **Be correctly bagged and tagged**
- ✓ **Labels must be fully completed**
- ✓ **Be accompanied by a Mailing Schedule**

Note: An Post will check your mail once it arrives at the mail centre to confirm it meets PostAim requirements. If it doesn't, you won't qualify for PostAim rates. Your mailing will be returned or you will pay the full standard of rate of postage.

Any questions? CallSave 01-7058489, email: postaim@anpost.ie or visit anpost.com/postaim

POSTAIM BOOKING FORM

The more you send, the more you save

an post
For your world

PostAim Acceptance Terms and Conditions:

Contents

The contents of a PostAim mailing must be unsolicited and must be used to encourage purchase of products or services or to form a favourable image of a product/service/sender or to subscribe to a service charity or organisation.
The following categories of mail are not eligible for PostAim rates: items requested by the addressee (with the exception of Mail Order Catalogues) or which contain invoices or statements, accounts, annual reports or sales reports; items mailed on a sale or return basis; election and referendum material; items for which a fee is payable by the addressee; receipts for monies received; notification of indexation changes; items which are required to be sent as part of a contract or by law.

PostAim cannot be used for the renewal of subscriptions to a product or service; for distribution of newsletters or renewals; to send mailing notices; to notify members of organisations of further functions to be held by that organisation; or to send registered publications.
The above list is not exhaustive and items may be refused for PostAim at the discretion of An Post.

All PostAim items must bear the return address in the top left-hand corner of the front of the envelope.

Sample of mailing must be received by An Post at least 5 working days prior to posting

An Post require a sample of the mailing at least 5 working days before agreed posting date to approve mailing and confirm Ceadúnas license.
To preserve standards, all material must be printed and must comply with the Advertising Code of Standards of Ireland. Photocopies are not acceptable.

Availability of PostAim Service

The service is not available at times of Referenda and Elections. At An Post's discretion, the service may also be restricted at other times when the volume of mail necessitates.

Pre-Sort 133

All PostAim mailings must be pre-sorted to the required level. Very large mailings may require an individual pre-sort programme, details of which will be supplied by An Post.

For mailings of 2,000 items or more you must sort to **Pre-sort 3** (Pre-sort 133): these should be sorted to Dublin District and Post Town level

The Sort-IT Tool is available to customers to assist in pre-sorting mailing (visit **www.anpost.ie/sortit** or call **01-7058489** for more information).

Packaging Instructions

PostAim-specific mail bags, ties and bag labels must be used. Bags, ties and labels are provided free of charge, with next day delivery within Ireland for orders placed before 12 noon, and 5 day delivery to the UK. Contact the Business Desk on **01-7058489** to arrange.

Pre-sorted mailings must be packed in bundles of 50 for Letters or Postcards, and bundles of 20 for Large Envelopes. Packets and three-dimensional items may be delivered loose in PostAim mail bags.

Bags cannot exceed 10kg in weight, and must have a fully-completed label attached. A completed mailing schedule must accompany the mailing. Detailed instructions for completing labels and a mailing schedule are available at **www.anpost.com/postaim.**

Lodgement & Delivery

PostAim items must be mailed at the agreed office of posting on the agreed date. Mailings must be presented before noon, Monday to Friday, at the Dublin Mail Centre or Dublin Branch Offices, or before 4pm at a Head Office outside Dublin. Collections by An Post can be made by arrangement up to 12 noon, Monday to Friday. If your mailing is due to arrive on a date different from the original date you booked with us, you must notify the Direct Mail team on 01-7058489. Your PostAim campaign will be processed and delivered over 13 working days from the date of posting.

I agree to the above Acceptance Terms and Conditions and understand that if my mailing does not meet PostAim requirements, it will not qualify for PostAim rates.

Signed: _____ **Date:** _____

Company: _____

E00131131

Any questions? CallSave 01-7058489, email: postaim@anpost.ie or visit anpost.com/postaim